Head
- Head back, chin tucked, Ears, shoulder, hips aligned.

Eyes
- Level with top 1/3 of screen. 18-24"

Neck
- Use headphones. Do not cradle phone between head and shoulder!

Elbows
- At sides - slightly more than 90 degree bend.

Chair
- Fully adjustable with lumbar support in small of the back.

Document Holder
- Adjacent to and at same height as monitor.

Keyboard
- Same height as elbow with wrists slightly bent. Keystroke gently!

Mouse
- Adjacent to and at same height as keyboard.

Chair Height
- Hips slightly more than 90 degrees, feet flat on the floor.

Take breaks every 30 minutes!
Correct Lifting Technique

- Lift using legs
- Hold object close to body
- Maintain a straight spine during lifting
- Get help if too heavy
- Not more than 5-10 kg

Fig. 4.2 Short lever → less stress on spine.

Fig. 4.3 Long lever → stress on spine.
Lets Get Moving

• Simple and effective exercises you can do at your desk and in the office!

• Take 5 minutes every 1-2 hours to keep your spine and muscles healthy!

• Benefits:
  o Reduce tension and stress
  o Improve posture
  o Improve circulation
  o Decrease the risk of injury
Neck and Shoulders Stretch

Trapezius Muscles

Rotator Cuff Muscles
Upper and Mid Back Stretch

Thoracic Extension

Thoracic Rotation
Chest Stretch

Pectoral Muscles
Forearm and Wrist Stretch

**Wrist Extensor Muscles**

**Wrist and Finger Flexor Muscles**
Lower Legs Stretch

Hamstrings
Calves
Hip Flexors
Incorporate Exercise into your Office Routine!

• Take alternate phone calls standing up.

• Walk and talk to your colleagues face to face.

• Take the stairs.

• Stretch it out at the photocopying machine.